

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE DIRECTIVE

SUBJECT: ABBREVIATIONS

NUMBER: NN-IM-MR-06

Page 1 of 13

ORIGINAL DATE: 01/17/89

REVIEW/REVISE DATE: 08/01/89, 09/16/90, 01/29/92, 07/22/92, 07/28/93, 06/21/95,
04/03/97, 12/14/00, 01/04/01, 10/02/03, 08/05/04, 01/04/07, 2/18/10

APPROVAL: _____ Rosalyn Reynolds {s}, Agency Director

I. PURPOSE

The purpose of this policy is to maximize consumer safety by standardizing communication throughout the organization.

II. POLICY

All staff documenting in the medical record will refrain from using abbreviations that are banned. A reference list of abbreviations is maintained. It is recommended that only abbreviations listed on the reference list attached to this policy be used

III. REFERENCES

Joint Commission on Accreditation of Healthcare Organizations (JC) National Patient Goals

IV. PROCEDURE:

1. Department heads, the Medical Director, and the Chief of Staff will provide instruction of the use of abbreviations to staff under their supervision who document in the medical records.
2. The list of banned abbreviations will include all abbreviations banned by the JCAHO. These abbreviations can not be deleted from the list.
3. Additions to or deletions from the Banned Abbreviations List and the Abbreviations Reference List may be made by using the following method:
 - a. Submit a written justification to the Patient Information Committee (PIMC) to add or delete an abbreviation.
 - b. The Chairman of the PIMC will submit Committee approved changes to the Medical Staff on a yearly basis.
 - c. Changes to the list will be made according to the final decision of the Medical Staff.
4. Staff is responsible for using abbreviations that are widely accepted and well understood. Documentation that is unclear due to excessive use of abbreviations will be referred to the PIMC for follow-up with the originator and their supervisor as necessary.
5. Abbreviations not included on the reference list can be presented to the Chairperson of PIMC for approval and inclusion on the list.

V. ATTACHMENTS

1. Banned Abbreviations List
2. Abbreviations Reference List

BANNED ABBREVIATIONS LIST

The following abbreviations are NOT TO BE USED at any time:

Apothecary symbols

ARA⁰A

AU

AZT

BT

CPZ

DPT

et

HCl

HCT

IU (international unit)

µg (microgram)

MgSO₄

MSO₄

MTX

Name letters and dose numbers run together (i.e., Inderal40mg)

Nitro Drip

Norfloxx

per os

qn

qd or QD (every day)

qod or QOD (every other day)

ss

TAC

TIW or tiw

U or u

Zero after decimal point for doses expressed in whole numbers (i.e., 1.0)

ZnSO₄

ABBREVIATIONS REFERENCE LIST

| | |
|--------|-------------------------------------|
| — | |
| a | after |
| AA | Alcoholics Anonymous |
| A1C | Hemoglobin A1C |
| abd | abdomen |
| ac | before meals |
| Accts | Account |
| ADL | activities of daily living |
| ad lib | as much as desired |
| AEB | as evidenced by |
| AFB | acid fast bacilli |
| AIDS | acquired immunodeficiency syndrome |
| AIMS | abnormal involuntary movement scale |
| AKA | also known as |
| AMA | against medical advice |
| ANA | antinuclear antibody |
| APN | Advanced Practice Nurse |
| APP | application |
| appt | appointment |
| Appy | appendectomy |
| APS | Adult Protective Services |
| Apt | apartment |
| ASA | aspirin |
| ASAP | as soon as possible |
| ASHD | arteriosclerotic heart disease |
| AT | Activity Therapy |
| A/VH | Audio/visual hallucinations |
| AWOL | absent without leave |
| | |
| BA | blood alcohol |
| B & C | board and care |
| BID | twice a day |
| BKA | below knee amputation |
| BM | bowel movement |

| | |
|------------|--|
| B/P or BP | blood pressure |
| BRP | bathroom privileges |
| BUN | blood urea nitrogen |
| — | |
| c | with |
| C | Centigrade |
| cath | catheter |
| CAP | Comprehensive Aftercare Plan |
| CBC | complete blood count |
| — | |
| CBC c diff | complete blood count with differential |
| cc | cubic centimeter |
| CC | chief complaint |
| CD | chemical dependency |
| CHF | congestive heart failure |
| cm | centimeter |
| CM | Case Management |
| CNS | central nervous system |
| c/o | complains of |
| Co | county |
| CMP | Comprehensive metabolic panel |
| cont. | continue |
| COPD | chronic obstructive pulmonary disease |
| CPK | creatinine phosphokinase |
| CPR | cardiopulmonary resuscitation |
| CPS | Child Protective Services |
| C & S | culture and sensitivity |
| CSP | comprehensive service plan |
| CT | computerized tomography |
| CTH | Carson-Tahoe Hospital |
| CTRS | Certified Therapeutic Recreational Therapist |
| CVA | cerebrovascular accident |
| CVD | cardiovascular disease |
| CW | case worker |
| cx | cancel |
| CXR | chest x-ray |
| DAP | data, assessment, plan (focused charting method) |

| | |
|----------------|---|
| D & C | dilatation and curettage |
| DC | discharge/discontinue |
| DDS | Doctor of Dental Surgery |
| dec | decanoate |
| Dept. or dept. | department |
| disch | discharge |
| DISP | dispense |
| dl | deciliter |
| DO | Doctor of Osteopathy/disorder |
| DOB | date of birth |
| Dr. | doctor |
| drsg | dressing |
| DSM | Diagnostic and Statistical Manual (of Mental Disorders) |
| DT | delirium tremens |
| Dx | diagnosis |
| | |
| E. Coli | Escherichia coli |
| ECT | electroconvulsive therapy/electroshock therapy |
| Ed.D. | Doctor of Education |
| EEG | electroencephalogram |
| EENT | eyes, ears, nose, throat |
| e.g. | for example |
| EKG or ECG | electrocardiogram |
| ELISA | enzyme linked immunosorbent assay |
| EMG | electromyogram |
| ENT | ear, nose, throat |
| EPS | extrapyramidal symptoms |
| ER | emergency room |
| ESP | extrasensory perception |
| ESR | erythrocyte sedimentation rate |
| ETA | estimated time of arrival |
| et al | and others |
| etc | and so forth |
| ETOH | ethanol (alcohol) |
| | |
| FAM | family |
| FBS | fasting blood sugar |
| Fe | iron |

| | |
|-------------------------------|--------------------------------|
| FOI | flight of ideas |
| FSH | Follicle stimulating hormone |
| f/u | follow-up |
| FUO | fever of undetermined origin |
| Fx | fracture |
| FYI | for your information |
| | |
| Ga | general assistance |
| GA | Gamblers Anonymous |
| GAF | global assessment function |
| GC | gonorrhea |
| GHRP | group high-risk precaution |
| GI | gastrointestinal |
| gm | gram |
| GRP | group |
| gt or gtt | a drop/drops |
| GU | genitourinary |
| Gyn | gynecology |
| | |
| H ₂ O | water |
| H ₂ O ₂ | hydrogen peroxide |
| H & P | history and physical |
| HAWC | Health Access Washoe Clinic |
| HBS Ag | Hepatitis B surface antigen |
| HBS Aby | Hepatitis B surface antibody |
| HBV | hepatitis B virus |
| HC aby | Hepatitis C antibody |
| Hct | Hematocrit |
| HCTZ | Hydrochlorothiazide |
| HCV | Hepatitis C virus |
| HEENT | head, eyes, ears, nose, throat |
| Hep B | hepatitis B |
| Hep C | hepatitis C |
| Hgb | hemoglobin |
| HI | Homicidal ideation |
| HIV | human immunodeficiency virus |
| hr | hour |
| hs | hour of sleep/at bedtime |

| | |
|--------|---|
| H.V. | Home visit |
| Hx | history |
| ICDA | International Classification of Diseases, Adapted (for United States use) |
| IDDM | insulin-dependent diabetes mellitus |
| IM | intramuscular |
| IND TX | individual therapy |
| inj | injection |
| invol | involuntary |
| I & O | intake and output |
| IP | inpatient |
| IQ | intelligence quotient |
| IT | industrial therapy |
| IUD | intrauterine device |
| IV | intravenous |
| IVP | intravenous pyelogram |
| K+ | potassium |
| kg | kilogram |
| L | left |
| lab | laboratory |
| lb | pound |
| LCSW | Licensed Clinical Social Worker |
| LH | Luteinizing hormone |
| LLQ | lower left quadrant |
| LMP | last menstrual period |
| LOA | looseness of association |
| LOC | level of consciousness |
| LOS | length of stay |
| LPN | Licensed Practical Nurse |
| LSD | lysergic acid diethylamide |
| LUQ | left upper quadrant |
| lymph | lymphocyte |
| MAR | medication administration record |
| max | maximum |

| | |
|-------------|--|
| mcg | microgram |
| M.D. or MD | Doctor of Medicine |
| med or meds | medication/medications |
| mEq | milliequivalent |
| mg | milligram |
| Mg. | magnesium |
| MHDS | Mental health Developmental Services |
| MHT | Mental Health Technician |
| MI | myocardial infarction |
| ml | milliliter |
| mm | millimeter |
| MMPI | Minnesota Multiphasic Personality Inventory |
| MMSE | Mini Mental Status Exam |
| mod | moderate |
| MOM | milk of magnesia |
| MR | may repeat |
| MRI | magnetic resonance imaging |
| MRSA | methicillin resistant staphylococcus aureus |
| MS | multiple sclerosis |
| MS III | third year medical student |
| MS IV | fourth year medical student |
| MSE | mental status exam |
| Mtg. | meeting |
| MVA | motor vehicle accident |
| | |
| N/A | not applicable |
| NA | Narcotics Anonymous |
| Na | sodium |
| neg | negative |
| NIDDM | on-insulin dependent diabetes mellitus |
| ng | nanogram |
| NKA | no known allergies |
| NKDA | no known drug allergies |
| NNAMHS | Northern Nevada Adult Mental Health Services |
| NNMC | Northern Nevada Medical Center |
| NPH | neutral protamine hagedorn (insulin) |
| NPO | nothing by mouth |
| NSAID | non-steroidal anti-inflammatory drug |

| | |
|----------------|---|
| NSWD | Nevada State Welfare Division |
| Nsg | nursing |
| O2 | oxygen |
| O2 sat | oxygen saturation |
| OB | obstetrics |
| OBS | organic brain syndrome |
| OD | overdose or Officer of the Day |
| OP | outpatient |
| OT | occupational therapy |
| OTC | over the counter |
| OV | office visit |
| P | pulse |
| \overline{p} | after |
| P & P | Parole and Probation |
| PAP | Papanicolaou (smear) |
| para | woman who has brought forth a living child |
| PE | physical examination |
| PERRLA | pupils equal, round, react to light and accommodation |
| Pharm.D | Pharmacy Doctor |
| Ph.D. | Doctor of Philosophy |
| po | by mouth |
| polys | polymorphonuclear |
| PP | postprandial |
| PPD | purified protein derivative |
| prn | as needed |
| PRP | Psychosocial Rehabilitation Program |
| PSA | prostatic specific antigen |
| PSI | Psychology Intern |
| PT | physical therapy or Prothrombin Time |
| PTT | Partial Thromboplastin Time |
| pt | patient |
| PTA | prior to admission |
| PTSD | Post Traumatic Stress Disorder |
| P/U | Pick-up |
| q | every, each |

| | |
|----------------|---|
| QAM | every morning |
| qh | every hour |
| qhs | every hour of sleep (at bedtime) |
| qid | four times a day |
| R | right |
| R/B | Risks/benefits |
| RBC | red blood count |
| RCL | return from conditional leave |
| Ref | refill |
| rehab | rehabilitation |
| resp | respiration |
| RLQ | right lower quadrant |
| RN | registered nurse |
| R/O | rule out |
| ROM | range of motion |
| RPD | Reno Police Department |
| R.Ph. | Registered Pharmacist |
| RPR | rapid plasma reagin |
| RS | Reschedule |
| R/T | related to |
| RT | recreational therapy |
| RTC | return to clinic |
| RUQ | right upper quadrant |
| Rx | prescription |
| \overline{s} | without |
| SA | suicide attempt |
| SC | Service Coordinator (not to be used for subcutaneous) |
| sed rate | sedimentation rate |
| SGOT | serum glutamic oxaloacetic transaminase |
| SGPT | serum glutamic pyruvic transaminase |
| SI | suicidal ideation |
| sig | directions |
| SIIS | State Industrial Insurance System |
| SLA | supported living arrangement |
| sm | small |
| SMHOP | Senior Mental Health Outreach Program |

| | |
|-------|------------------------------------|
| SMI | seriously mentally ill |
| SMRMC | St. Mary's Regional Medical Center |
| SOB | shortness of breath |
| S/P | status post |
| SPD | Sparks Police Department |
| sp gr | specific gravity |
| SS | Social Security |
| SSA | Social Security Administration |
| SSD | Social Security Disability |
| SSI | Supplemental Security Income |
| staph | staphylococcus |
| STAT | immediately |
| STD | sexually transmitted disease |
| strep | streptococcus |
| SW | social worker |
| | |
| T4 | thyroxine |
| T & A | tonsillectomy and adenoidectomy |
| tab | tablet |
| TB | tuberculosis |
| tc | telephone call |
| TCG | triglycerides |
| TD | tardive dyskinesia |
| tid | three times a day |
| TO | telephone order |
| TPR | temperature, pulse, respirations |
| TSH | thyroid stimulating hormone |
| Tx | treatment |
| | |
| UA | urinalysis |
| UCP | United Cerebral Palsy |
| UDS | urine drug screen |
| URI | upper respiratory infection |
| UTI | urinary tract infection |
| | |
| VAMC | Veterans' Affairs Medical Center |
| VD | venereal disease |
| VO | verbal order |

| | |
|-----------|--|
| Voc Rehab | vocational rehabilitation |
| VRE | vancomycin resistant enterococcus |
| VS | vital signs |
| vs | versus |
| WBC | white blood count |
| WCDC | Washoe County Detention Center |
| WCDSS | Washoe County Department of Social Services |
| WCMHC | Washoe Community Mental Health Clinic |
| WDWN | well developed, well nourished |
| WHH | West Hills Hospital |
| WMC | Renown Health (formerly Washoe Medical Center) |
| WNL | within normal limits |
| WCOS | Washoe Community Outpatient Services |
| wt | weight |
| W/U | work-up |
| yo | years old |
| yr | year |
| = | equals |
| ♀ | female |
| ♂ | male |
| ✓ | check |
| @ | at |
| / | per |
| # | number |
| Δ | change |
| x | times |
| Ψ | Psychiatry |
| 2° | secondary to |
| → | greater than |
| ← | less than |
| > | greater than |
| < | less than |
| ↑ | increase |
| ↓ | decrease |